▶ SPRING ISSUE:

1. END OF YEAR SCHEDULE
2. CHANGES TO THE i4SEE HOME PAGE
3. DISTRICT, STATE AND SIGN OFF REPORTS

PLUS, NEWS REGARDING SPED SUBMISSION AND CLASS SUBMISSIONS NOW REQUIRED

May 2011

i4see *update*

THE INITIATIVE FOR
SCHOOL EMPOWERMENT & EXCELLENCE.

Ensure your reports are reviewed closely!!

1. <u>End of Year Schedule!!!</u>

May 2 – June 3	EOY Enrollment Trials (June 3 all files will be deleted)
May 18 – Jul 15	Sped Public Submission (Public students on an IEP during 2010-2011) & EOY Enrollment for sped nonpublic students (we will not be providing a file this year, but call if you have questions!!)
Jun 6 – Jul 15	Final EOY Submissions (both EOY Enrollment and EOY Academic) – submissions should be "district verified' by July 15th – do not certify at this time. Final Course and Student Class Submissions. Make sure they are signed-off in EIS.
Jul 15 – Aug 1	<u>All</u> state anomalies MUST be resolved and reports confirmed
Aug 1	Superintendents 'certify' EOY submissions (enrollment & academic). Print, complete, sign & send the following reports: "Tuition Report Receiving", "Nonpublic 09-10 Special Ed Students (A13N)", "Nonpublic 09-10 Non Special Ed Students (A13Other)"
Aug 1- Oct 31	The DOE will review all submissions and contact schools with questions.
Nov 1	Superintendents should print, sign and submit remaining end of year reports (including Determination Sign Off).

WE'RE TRYING A NEW TYPE OF TRAINING!!

May 18th from 9-11 and 1-3 and May 24th from 9-11 we will host trainings here at the DOE. On May 24th from 1-3 we will hold a Webinar for an on-line refresher of EOY Submissions. Let's give it a try!!

2. New on the i4see Home Page
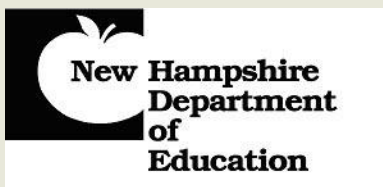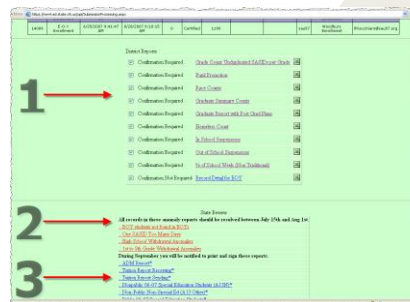## http://www.education.nh.gov/data/i4see.htm

We have made some changes and additions to the i4see home page. Call or email if you have questions....

➢ Under "Calendar & CATE submissions new details"! Look here for due dates for all submissions, as well as a printable checklist of each step to complete the tasks required.

➢ Under "Training Videos" we have posted two introductory training videos to help new users become acquainted with i4see. We plan to expand the number of videos to include "Uploading a File", "Resolving Anomalies", and other helpful topics.
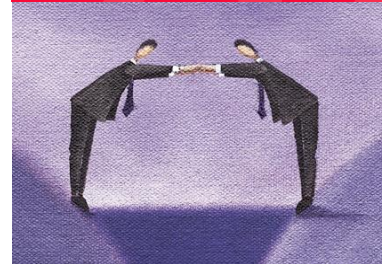
3. Reminder to confirm the Reports

1. Under the Analysis tab>District Review: Please ensure the right people in your districts are reviewing the district reports – e.g., the Guidance Counselor should review the promotion report. The Business Administrator should review the tuition reports, etc. Once the data is confirmed for these reports, please be sure to put a checkmark in the box next to the report.

2. Under Analysis>Anomaly and State Reports, please review the anomaly reports. These reports appear in Red on the State Reports Page. These reports will change as districts across the state submit their batches that impact your students. These reports should contain NO records.They should be empty reports!! Please check every week through the busy season.

3. Please review the timeline on the front side of this i4see Update to ensure you submit the reports by the required dates.

New Hampshire Department of Education

i4see
Initiative For School Empowerment and Excellence
web: http://www.education.nh.gov/data/i4see.htm
email: i4seehelp@ed.state.nh.us

Don't forget:
- If your school district went less that 360 half days in 2010-2011, please edit the "School Data" page on the Workbench.

- EOY Academic files for Targeted Title I, Reading Recovery and Advanced Placement provide critical information about your students. Don't forget to upload this data!!

- SubmissionCourse and StudentClass Submissions are required this year. Please submit these by the end of July!

Planning ahead for your fall reporting.
- Be ready to submit both course and class submissions for your school – each term!!

4. ACCOMPLISHMENTS

- **Thank You!! – it is hard to believe i4see is now in our 7th year of implementation. It certainly has expanded from the first year and the amount of valuable data that you have submitted thru the workbench is AMAZING!!! Your work has changed the lives of students as instruction is being modified based upon the data sent via i4see. Thank you for all of your efforts. You continue to impress us at the DOE!**